

**CONNECTICUT DEPARTMENT OF ENVIRONMENTAL PROTECTION
PROCEDURES FOR OBTAINING MATERIAL SAFETY DATA SHEETS (MSDS)**

Who: Any DEP Employee

Where: At any DEP Facility

Why: Required by OSHA 29 CFR 1910.1200 - Hazard Communications

Manufactures and importers of chemicals and their distributors are required to provide material safety data sheets (MSDS) to employers using their products (29CFR1910.200(b)(1)).

The employer (DEP) must have a MSDS that is readily available at the worksite for each hazardous chemical they use. Employees who may be exposed to a hazardous chemical in the workplace must be provided hazard information and training prior to initially working with that chemical.

When any chemical or mixture of chemicals is ordered through DEP Purchasing, a message requiring the vendor to supply a MSDS will be included by Purchasing on the purchase order. If the MSDS is not received with the product, it is the responsibility of the end user to notify DEP Warehouse Receiving (860-723-7600) immediately for follow-up.

For standard warehouse stock items, the warehouse supervisor will keep the original MSDS on file and forward copies to Eastern and Western District HQ's. Field sites should request copies, when needed, from the District HQ and maintain their own files. Hartford and Windsor locations may request copies for their files from the warehouse.

When purchasing any chemical or mixture of chemicals by procurement card or cash, a MSDS should always be requested. Some retail vendors may not have a MSDS available and other resources should then be used to obtain the MSDS.

Resources readily available are as follows:

- 1) Eastern and Western District HQ's
- 2) West Hartford Warehouse for standard stock materials
- 3) MSDS data base links on the internet, available through the Intranet Health & Safety Page (click on "MSDS" button) (<http://159.247.130.86/health/datalinks.htm>)
- 4) Contact the manufacturer of the material directly by telephone, fax or mail.